

DEPARTMENT OF THE ARMY
SOUTHWESTERN DIVISION CORPS OF ENGINEERS
1114 COMMERCE STREET
DALLAS, TEXAS 75242-0216

SWD Regulation
672-20-1

27 May 2003

Decorations, Awards, and Honors
INCENTIVE AWARDS

1. **PURPOSE.** This regulation implements Department of Army and HQUSACE Awards programs uniformly throughout the Southwestern Division. All employees will have an equitable opportunity to receive recognition for excellence in accomplishments.
2. **APPLICABILITY.** This regulation is applicable to all personnel assigned and attached to Southwestern Division, with the exception of members of the Senior Executive Service. When the provisions of a local negotiated labor agreement are different from this regulation, the provisions in the negotiated agreement will take precedence for employees covered by that agreement.
3. **REFERENCES.**
 - a. AR 672-20, 26 February 1999, subject: Decorations, Awards, and Honors, Incentive Awards.
 - b. USACE Supplement 1 to AR 672-20, 31 July 1986, subject: Decorations and Awards, Incentive Awards.
4. **IMPLEMENTATION.** All commanders within SWD are responsible for implementing this regulation. Monetary awards are not automatic and are not mandatory. Commanders are responsible for the judicious use of monetary awards. Each Commander should establish and use an Incentive Awards Committee to perform the functions as outlined in AR 672-20. District/Division RM is charged with the task of tracking and reporting the cost of awards for their organization.

This regulation hereby rescinds SWFOM 672-1-1, 23 Mar 89; SWFOM 672-1-4, 9 Mar 87; SWFOM 672-1-5, 9 Mar 87; SWFOM 672-1-6, 23 Mar 89; SWLR 672-1-1, 2 Feb 93; and SWTOM 690-1-672, 12 Mar 93.

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5. POLICY.

a. This SWD regulation will guide Commanders in fully utilizing all methods of recognizing excellence in employee performance.

b. Restrictive percentages or goals will not be used to deny an employee a justified award. Commanders will ensure a fair and equitable distribution of awards in recognizing employees. This regulation standardizes the awards process throughout Southwestern Division.

c. Cash Awards.

(1) Budgeting: AR 672-20 states that it is appropriate to expend between 1.15% to 1.5% of the aggregate base payroll for awards. Aggregate base payroll is defined as the base pay rate shown on the current salary chart, including locality pay. Division Headquarters and each District may budget up to 1.5% of the aggregate base payroll for all individual and team related monetary awards. Time off awards, and QSI awards do not count against the Army or SWD goals.

(2) Approval levels for individual and team cash awards are as follows:

- (a) Any award \$2,500 or less - Director/Division/Office Chiefs,
- (b) Up to \$5,000 - District Commanders,
- (c) ©Up to \$8,000 - Division Commander,
- (d) Above \$8,000 - Must be forwarded to HQUSACE,
- (e) Team Award - District or Division Commander.

(3) Nominating Procedures are provided in Appendix A. All cash awards, require submission of a SF52 through PERSACT, by employee's chain of supervision and nomination approval on DA Form 1256, DA 7222 or DA 7223.

d. Honorary Awards.

(1) Honorary awards are a very important part of this awards program. Some of these awards are progressive in nature while others are for a specific stated purpose. Employees value these awards and often proudly display the certificates, medals and trophies in their work areas.

(2) Appendix B lists honorary awards and guidance pertaining to the most commonly used awards, but does not include every award available from different governmental agencies and non-government sponsors.

(3) Honorary awards may be given to civilian employees at any time in their careers, including occasions such as retirement, reassignment, transfer or separation, provided the individual's accomplishments fully meet the criteria of the particular award.

(4) Nominations will be submitted through appropriate channels in sufficient time for review and approval at all levels. Additional nomination information is available from the references, the Human Resources Office (CPAC) and the sponsoring agency. Employees and supervisors should assure that documentation (i.e. DA1256, Awards Certificate or other approval document) on approved awards is submitted through CPAC channels for inclusion in official personnel records.

(5) Commanders should promote the use of honorary awards in their organization.

e. Local Awards.

(1) Local awards are non-monetary awards and informal recognition awards that reflect the unique missions of each command within Southwestern Division. Commanders will ensure development of local awards as innovative ways to provide recognition for employee achievements and to promote organizational and team goals and objectives.

(2) Items used for local honorary awards must:

(a) be something that the recipient could reasonably be expected to value, but not something that conveys a sense of monetary value,

(b) have a lasting trophy value;

(c) clearly symbolize the employer-employee relationship in some fashion; and

(d) take an appropriate form to be used in the public sector and to be purchased with public funds. Examples are engraved plaques, framed certificates, minted organizational coins or coin sets in presentation cases, watches with affixed logo, medals in presentation cases, jackets, tee-shirts, briefcases, leather-bound books, organizational/professional rings, calculators, engraved crystal or bronze sculptures, pen-and-pencil desk sets, Lapel pins, organizational/professional trophies, etc.

(3) Items used for informal local recognition awards must:

(a) be of nominal value; and

(b) take an appropriate form to be used in the public sector and to be purchased with public funds. Examples: plaques, certificates, letters of appreciation, pre-printed pins, balloons, mugs, a reserved parking spot for 6 months, lunch with the Commanding Officer, corsages and boutonnieres, tee-shirts, recipient's pictures displayed in a prominent place or on web page, having a hallway named after them, possession of an organizational trophy for 6 months, small savings bonds, mouse pads, paperweights, notepads, etc.

6. PRESENTATION PROCEDURES.

a. Presentation of an award is just as important as the award itself and should be given as much attention. Members of the U.S. Army Corps of Engineers appreciate the recognition for their hard work as much as the award. The correct answer as to how and when an award is presented depends upon the situation. Recognition may be as simple as a personally written thank you note, but it must be timely and appropriate. For example, a supervisor would not hold all On-the-Spot (OTS) cash awards for presentation at Engineer Day. The OTS Award is designed to recognize employees for their actions as soon as possible to the completion of the event. At the same time, it would be inappropriate for a Distinguished Civilian Award to be placed in the internal mail distribution system and the individual receives the award in his or her in-box. Each Commander will establish a method for publicizing awards and ceremonies through the Command Information Program.

b. Each Commander will establish a policy to monitor and schedule award ceremonies appropriate to the situation. Award ceremonies should be held no less frequently than once per quarter. Technical support and assistance can be received from the SWD Civilian Personnel Advisory Center (CPAC).

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c. Each monetary award will be accompanied by a certificate, with the original signature of the Commander. Approving Officials may sign On-the-Spot awards. Approving Officials of awards are responsible for initiating action to prepare certificates and obtain Commander's signature.

//Signed//
EDWIN J. ARNOLD, JR
Brigadier General
Commanding

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APPENDIX A

TYPE OF AWARD	AMOUNT	WHO NOMINATES	NOMINATION PROCESS	APPROVER OF NOMINATION
Special Act/Service Awards	\$25 to \$25,000	Supervisor or Individual with direct knowledge of achievement, nominate within 30 days after approved rating period.	DA 1256, Parts I, with short description of achievement, indicate category of award, \$ amount or # hours off. Signature of nominating & approving officials.	Commander, Director, Division or Office Chief Level.
On-The-Spot Award	\$25 to \$250	Supervisor recognizing day to day accomplishments	Same as above.	Immediate supervisor.
Time Off Awards	Up to 80 hrs. in a leave Year. Up to 40 hrs. for singular contribution.	Supervisor	DA 1256, Part I with short description of achievement, indicate TOA, resulting benefits, length of time off, signature of nominating &/or approving officials.	Immediate supervisor can approve one day time off awards. Second level or higher supervisor must approve if more than one day
Performance Awards	A % of pay with a max. Award of 10% of employee=s base pay.	Supervisor of employee being rated.	Documenting on TAPES DA 7222, Senior System & DA 7223, Base System for most recent rating period. Nominations within 30 calendar days from the approval date of the rating.	Commanders, Director, Division or Office Chief Level.
Quality Step Increase Award		Supervisor of employee being rated.	Same as above.	Commanders, Director, Division or Office Chief Level.

APPENDIX B

NAME OF AWARD	REFERENCE	SUBMISSION DATE	APPROVAL/SPONSER
<u>SOUTHWESTERN DIVISION</u>			
Regional Teamwork Award	Local Guidance	Anytime	SWD Division Commander

Purpose: To recognize groups of employees who work as a team on a project that has application to two or more districts.

CORPS OF ENGINEERS AWARDS

1. Chief of Engineers Award for EEO Achievement	USACE Sup 1 to AR 672-20	1 April HQUSACE	Commander, USACE
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Purpose: To recognize military and civilian personnel who have made unusual contributions to the achievement of significant accomplishments in the EEDO program.

2. Chief of Engineers EEO Trophy Award	USACE Sup 1	1 December	Commander, USACE to AR 672-20
HQUSACE			

Purpose: To recognize a FOA that has demonstrated outstanding achievement in EEO and affirmative action.

3. Programmer of the Year Award	USACE Sup 1 to AR 672-20	28 February HQUSACE	Director of civil works
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Purpose: To recognize a program development employee who has made a specific contribution, which enhances accomplishment of the civil works program.

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4. Gallery of Distinguished Employees	USACE Sup 1 to AR 672-20	Local Policy	Div/Dist Commander
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Purpose: To recognize retired or deceased employees who have rendered distinguished and exceptional service.

5. The Planning Excellence Award	USACE Sup 1 to AR 672-20	20 March HQUSACE	Director of Civil Works
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Purpose: To recognize an outstanding district employee in a planning position who has made a significant contribution resulting in significant advances in the planning process.

6. Outstanding Planning Achievement Award	USACE Sup 1 to AR 672-20	20 March HQUSACE	Director of Civil Works
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Purpose: To recognize a team of civil works planners for accomplishment of an outstanding planning activity in a FOA.

7. Civilian of the Year	USACE Sup 1 to AR 672-20	1 March HQUSACE	Commander, USACE
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Purpose: To recognize an employee who has achieved the highest overall standards of excellence as a Corps employee and has made the most significant and noteworthy contributions to the mission, reputation and prestige of the Corps of Engineers.

ARMY AWARDS

1. Department of Army Promotion Certificate	AR 672-20	Upon Promotion	Local Commanders
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Purpose: May be awarded to employees upon promotion.

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2. Certificate of Appreciation	AR 672-20	Anytime	Local Commanders
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Purpose: To recognize accomplishments of employees when a monetary or higher level honorary award is not appropriate.

3. Certificate of Achievement	AR 672-20	Anytime	Local Commanders
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Purpose: To recognize individuals or groups for accomplishment of assigned duties in a commendable manner.

4. Commendation Certificate	AR 672-20	With Cash Award	Local Commanders
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Purpose: Given on the occasion of a monetary award.

5. Civilian Award for Humanitarian Service	AR 672-20	Anytime	Major Commanders
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Purpose: To recognize employees that have distinguished themselves by participation in an act or operation of a humanitarian nature.

6. Certificate of Appreciation for Patriotic Civilian Service	AR672-20	Anytime	Division Commanders
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Purpose: To recognize employees for service that is not related to the official position. Services must reflect patriotic off-duty activities of a public service nature contributing to mission accomplishment of an Army element.

7. Achievement Medal for Civilian Service	AR 672-20	Anytime	Commanders LTC and above and Civilian Equivalent
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Purpose: To recognize a period of sustained superior service.

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8. Commander's Award for Civilian Service	AR 672-20	Anytime	Commanders COL and above and Civilian Equivalent
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Purpose: To recognize employees who have established a pattern of excellence recognized through previous receipt of honorary or cash awards.

9. Superior Civilian Service Award	AR 672-20	Anytime	Commanders in MG Billet and above and Civ Equivalent
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Purpose: To recognize superior service or achievement, or heroism.

10. Meritorious Civilian Service Award	AR 672-20	4 weeks in advance	MACOM Commanders
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Purpose: To recognize employees who have established a pattern of excellence, normally demonstrated by the receipt of lower level awards.

11. Decoration for Exceptional Service	AR 672-20	14 weeks in advance	Secretary of Army
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Purpose: To recognize employees who have accomplished assigned duties in such a way as to have been clearly exceptional or preeminent among all persons who have performed similar duties.

12. Army Handicapped Employee of the Year	USACE Sup 1 to AR 672-20	1 March HQUSACE	Secretary of Army
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Purpose: To recognize outstanding individual achievements of an Army handicapped employee.

13. Sec of Army Award for EEO Achievement	USACE Sup 1 to AR 672-20	1 April HQUSACE	Secretary of Army
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Purpose: To recognize a military member or civilian employee who achieved the most outstanding performance in the area of equal employment opportunity.

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14. Length of Service (5 years and each 5 years thereafter)	USACE Sup 1 to AR 672-20	Usually presented in Conjunction with Local Engineer Day Activities	Local Commanders
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Purpose: To recognize employees for their years of service.

DOD AWARDS

1. DOD Distinguished Civilian Service Award	DA Pam 672-20	15 Jan to HQUSACE	Secretary of Defense
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Purpose: To recognize DOD employees for distinguished service.

2. Armed Forces Civilian Service Medal	AR 672-20	Anytime	Major Army Commanders
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Purpose: To recognize the contributions and accomplishments of DOD civilians in directly supporting the military forces, whose members are engaged in military operations of a prolonged peacekeeping or humanitarian nature.

PRESIDENTIAL AWARDS

1. Presidential Quality and Management Improvement Award	DA Pam 672-20	15 May to HQUSACE	President
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Purpose: To recognize employees for significant improvements in Management.

2. President's Award for Distinguished Federal Civilian Service	DA Pam 672-20	Anytime	President
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Purpose: To recognize civilian employees for distinguished service.

AWARDS BY NON-GOVERNMENT ORGANIZATIONS

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| 1. Carnegie Hero Fund | USACE Sup 1
to AR 672-20 | Anytime
Carnegie | Carnegie Hero Fund Commission |
| Purpose: To recognize employees for heroism. | | | |
| 2. William H. Kushnick Award
HQUSACE | USACE Sup 1 | 1 December | William H. Kushnick Committee to AR672-20 |
| Purpose: To recognize civilian personnel administration employees for outstanding contributions. | | | |
| 3. Ten Outstanding Young Americans Award | USACE Sup 1
to AR 672-20 | 1 May
HQUSACE | Office of Personnel Management |
| Purpose: To recognize outstanding young civilian and military personnel. | | | |
| 4. National Society of Professional Engineers'
Federal Engineer of the Year Award | USACE Sup 1
to AR 672-20 | 15 December
HQUSACE | NSPE |
| Purpose: To recognize outstanding accomplishments of Federal engineers. | | | |
| 5. Hispanic Engineer National Achievement
Award | Hispanic Engineer
Magazine | 1 May | Hispanic Engineer
Magazine |
| Purpose: To recognize outstanding achievements of Hispanic engineers. | | | |

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| 6. Women of Color Technology Award | Black & Hispanic
Engineer Magazines | 1 June | Black & Hispanic Engineer
Magazines |
| Purpose: To recognize women of color for technology achievements. | | | |
| 7. Black Engineer of the Year | Historically Black
Colleges & Univ. | 1 August | Historically Black Colleges
and Universities, Mobil Oil
and Black Engineer Magazine |
| Purpose: To recognize outstanding achievements of black engineers. | | | |
| 8. Women in Science & Engineering Awards | WISE, INC. | 30 November | Women in Science &
Engineering, Inc. |
| Purpose: To recognize achievements of women in science and engineering. | | | |